



PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

Editor: Rebecca Fricke

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Events & Mailings

2007-2008 Annual Statements

The 2007-2008 Annual Statement of Account for NDPERS active and deferred members will be mailed the first week of August.

An insert sheet called "Reading Your Annual Statement" will accompany each statement. This sheet navigates the reader through the annual statement and will address most general questions.

If any of your employees do not receive an annual statement by the middle of September, please check with the PERS office in case the statement was returned due to an incorrect address. Returned annual statements are sent to the member's employer for distribution. Any name or address changes to employee records need to be sent to PERS in writing. A [Notice of Change SFN 10766](#) should be submitted to our office. Also, if an employee wants to update their beneficiary(ies), a [Designation of Beneficiary for the Group Retirement Plan SFN 2560](#) and/or [Life Insurance Designation of Beneficiary Change SFN 53855](#) should be completed.

If any of your employees misplace their annual statement, they may print a duplicate through [NDPERS Online Benefit Services](#).

Annual Enrollment Season-- 2009 Plan Year

This year's Annual Enrollment Season has been scheduled for Monday, October 20 through Friday, November 7th. Employees will be sent a postcard to their home mailing address on record informing them of their opportunity to enroll/change their benefits during the Annual Enrollment

Season. They will be instructed to access the Annual Enrollment information packet that will be available on the NDPERS website October 20th. The packet will contain information pertaining to the PERS flexcomp, health, life, dental, vision and long term care insurance plans along with links to access the enrollment forms from the PERS website.

2008 Pre-Retirement Education Program (PREP) Schedule

NDPERS has scheduled the following PREP for 2008:

Minot on October 9th

Additional information will be sent via email and this newsletter as it becomes available. We will also post information on our website as the scheduled date gets closer.

If you are interested in sponsoring your own **Pre-Retirement Education Program**, you must complete the [Meeting Request and Registration Form SFN 53176](#). You will also find the facilitator's handbook on the website. This handbook provides you with the details involved in sponsoring a PREP.

To secure a date, you must complete the [Meeting Request and Registration Form SFN 53176](#) and send it to NDPERS at PO Box 1657 Bismarck ND 58502-1657 or you may fax it to (701) 328-3920. A minimum 90 day lead-time is required. NDPERS only conducts one employer-sponsored seminar per month.

CIGNA Dental Plan Renewed

At its June meeting, the NDPERS Board approved the renewal of the group dental contract with CIGNA. The proposal is for a 9% across the board increase over the current

NDPERS
PO Box 1657
Bismarck ND 58502-1657
Telephone (701) 328-3900
Toll-free (800) 803-7377
www.nd.gov/ndpers

premium rates. The rate increase will be effective January 1, 2009.

The new rate schedule has not yet been provided by the carrier; however, this information will be provided as soon as it is available.

Important Updates

Counseling Services

NDPERS has three specialists prepared to assist our membership with counseling services related to the NDPERS benefits. Due to the high volume of our membership, we have split the alphabet to determine the specialist that should assist a member. Please refer your employees to these specialists as follows:

A-G	Diane
H-M	Srinivas
N-Z	Barbara

Benefit Enrollment Requirements

If your agency participates in one or more of the NDPERS benefits plans, please review the following enrollment requirements:

Defined Benefit Retirement Plan:

It is mandatory that employees meeting the NDPERS eligibility requirements must be enrolled the first month of eligible employment and contributions must be paid accordingly. They may not be subjected to any waiting periods **even if hired on a probationary basis.**

Deferred Compensation:

Employees that meet the NDPERS eligibility requirements have the option to participate the first month of eligible employment. They may not be subjected to any waiting periods, **even if hired on a probationary basis.**

Group Health, Dental, & Vision Insurance:

Employees that meet the NDPERS eligibility requirements must be allowed the option to enroll or waive participation in the plan. They have 30 days from their date of employment to make this election. They may not be subjected to any waiting periods

even if hired on a probationary basis.

Group Life Plan:

Employees that meet the NDPERS eligibility requirements must be enrolled for the \$1,300 basic life coverage within their first month of eligible employment. The employer pays the \$.28 monthly premium. Also, the employee must be allowed the option to enroll for additional supplemental life coverage within 30 days from their date of employment. They may not be subjected to any waiting periods **even if hired on a probationary basis.**

State of ND Flexcomp Plan:

Employees that meet the NDPERS eligibility requirements must be allowed the option to enroll in the plan. Employees will be eligible to participate the first day of the month following their permanent full-time employment. However, the election period will be extended 60 days from a new employee's date of hire. An election made during the extended 60-day period will not be effective until the first contribution is received. Participation is limited to expenses incurred for the remainder of the plan year on December 31. They may not be subject to any waiting periods **even if hired on a probationary basis.**

Life Insurance Enrollment/Change Form

Please use the new [Life Insurance Enrollment/Change SFN 53803](#) effective immediately. The form should have a revision date of 07/08. Please discard any old unused forms.

Beneficiary & Dependent Information Update

NDPERS is in the process of building a new business system. The new system requires the social security number and date of birth for retirement and life insurance beneficiaries, as well as dependents in any of the group insurance plans, to be mandatory fields. This is required in order for staff to create a record for them in the new system. The system needs these pieces of identification in order to create a unique member and person ID number. The information is confidential and not for public record.

Please review any form that you are submitting to NDPERS to ensure that these mandatory fields are completed prior to submitting the form to NDPERS.

EPO Only Employer Groups

A political subdivision participating in the NDPERS group health plan may elect to be an EPO only group if a participating network is within a 50 mile radius of the employer's location. For further details, refer the NDPERS website – [Employer Services, Program Administration](#).

NDPERS Tobacco Cessation Program

If you are the designated wellness coordinator for a **state agency, district health unit or a university** you will continue to receive information regarding the [NDPERS Tobacco Cessation Program](#). A Notice of Grant Award for the tobacco cessation program was issued by the North Dakota Department of Health to Blue Cross Blue Shield of North Dakota for the period of July 1, 2007 through June 30, 2009. Therefore, NDPERS and BCBSND are asking for your continued help to promote the [Tobacco Cessation Program](#) to your employees. We will continue to send you a supply of posters and ask that you display them in a location where employees are most likely to see them (i.e. break room, time clock, water fountain, general hallways, etc.) If you require more posters please contact Rebecca Fricke at (701) 328-3978.

Keep in mind that the NDPERS [Tobacco Cessation Program](#) is only available to state agencies, district health units and the university system. Employees of county, city, school districts, etc. are being advised to utilize their local community tobacco cessation programs.

NDPERS appreciates your help in getting the word out to our employees and their family members. We have a great program and we're hoping those that want to quit smoking know that the program is available to help them take the first step. Thank you.

"The first step towards getting somewhere is to decide that you are not going to stay where you are."
- John Pierpont Morgan

Revised Materials

NDPERS On-line Kits Are Being Revised

NDPERS currently has six [Kits](#) available on-line that employers should be distributing to their employees. The six NDPERS kits were developed to assist both employers and employees in disseminating information regarding the benefits administered by NDPERS.

The kits are being updated due to premium changes and administrative rule changes. Our goal is to have the revised kits posted to the NDPERS website by August 1, 2008.

Other NDPERS Forms Are Being Revised

We are currently doing an audit of our website and updating/revising the forms available on our website. Please continue to use the current version of the forms on the website.

Look forward to receiving via email your next edition of the PERSonnel Updates @ October 15, 2008.

This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.



Board Meeting Highlights

Complete [meeting minutes](#) are available.

[March 20, 2008](#)

- Approved renewal for the group life insurance plan with Prudential.
- Reviewed legislative bill drafts for upcoming legislative session.

[April 17, 2008](#)

- Approved renewal with Fidelity Investments for the 401(a) defined contribution plan and the 457 NDPERS Companion Plan.

[May 15, 2008](#)

- Received information relating to the handling of FICA taxes on employee contributions "picked up" by the employer.
- Were presented with information from the ND Insurance Department relating to long term care insurance.